

George Holmes Bixby Memorial Library  
Board of Trustees Meeting Minutes  
May 7, 2015

**In Attendance:** Deborah Rogers, Chair; Elizabeth Hunter Lavallee, Treasurer; Robin M. Haubrich, Secretary; Paul Lawrence, Trustee; Janet Hicks, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian

**Member of the Public:** Charles "Mike" Swinford

Meeting convened at 6:05 pm.

**1. Minutes**

- a. The April 2, 2015 minutes were moved, seconded and approved to be accepted as presented.

**2. Librarians' Reports**

- a. Carol reviewed the monthly stats, explaining the overdrive numbers.
- b. The town budget reflected an increase in electricity expense in the library. When Paul meets with the geothermal committee he will discuss the possible cause.
- c. The select-board notified Carol that the tree threatening the back of the building will be trimmed or removed.
- d. Mary and Carol each are taking time off this month.
- e. Programs were discussed (Book discussion, An Evening with Robert Frost, a Different Dialogue meeting) There will be a forum on the future of our police department at the elementary school.
- f. The "Mitten Project" has 60 pairs completed to date.
- g. Mary's off-site lamb program was very successful, with 30 participants.
- h. Labor Day library hours and staffing was discussed.
- i. The art hanging system is still in progress, needing priming and painting before it can be installed. Jenny Fritz has donated the paint.

**3. Treasurer's Report**

- a. Elizabeth reported we remain in good financial condition. We have just over \$6,000 in each of our two checking accounts. The Harwood investment portfolio at Waddell & Reed is up 0.88% for the month, bringing the year-to-date increase to 2.93%.
- b. Debbie and Elizabeth met with Wade Ojala, the Waddell & Reed financial advisor. He recommended that we make no changes at this time to the mutual funds we hold in the portfolio. There will be a meeting with him in September, and trustees are encouraged to attend.
- c. Donations and expenditures were discussed.
- d. Ben Watson has agreed to let Jan handle the paperwork required by the State to allow the library to receive the Foundation funds.
- e. The treasurer's report was moved, seconded and approved to be accepted as presented.

**4. Old Business**

- a. Mark Pitman has been approved to serve as an alternate.
- b. Michael Branley and Deb will meet with the town landscaper to discuss concerns about the area in front of the library, specifically the lack of water supply and drainage. Xeroscaping and other alternatives to grass lawn were considered; Paul will also review these ideas with Michael.
- c. It was agreed that no internet filters are to be put in place by the library. Proper internet use is the responsibility of the user.
- d. Jan and Robin will complete the attic cleanup this weekend; Carol and Mary will see what can be thrown out.

- e. Robin presented the results of research of all the GHBML librarians.
- f. It was noted that the funds are still available to Mary for the purchase of chairs and a book browser.

## **5. New Business**

- a. A motion was made, seconded and approved to allow the librarians to research and buy a new vacuum cleaner. It will be paid for from funds taken out of the line item "Equipment and Repairs".
- b. Paul noted that libraries are moving to be community gathering centers. Due to the fact many people have access to books today, book space must share with community space, and we should look at our library's future with that in mind.

## **6 . Public Comment**

- a. There were no public comments.

## **7. Action items:**

- a. Carol and Mary will finalize Labor Day library hours and staffing in order to get the information included in any applicable printed material or website.
- b. Deb, Paul and Michael will discuss suitable landscaping in the Library's front yard.
- c. Carol and Mary will go through boxes in the attic in an effort to throw out what is no longer needed or in poor repair. Jan and Robin will finish the clean-up.
- d. Carol and Mary will research and purchase a vacuum cleaner, book browser and chairs.

## **9. Adjournment:**

- a. A motion was moved, and seconded and approved to adjourn at 7:14 PM.

Next Meeting: June 4 at 6PM

Respectfully submitted,  
Robin M. Haubrich, Secretary